



Make-Up Examination for Instructors

PURPOSE
<ul style="list-style-type: none"> The Make-Up Examination program is a service offered by the Testing Center designed to alleviate proctoring demands of departmental personnel when an exam needs to be rescheduled for an individual. The program may provide greater flexibility for students when a make-up exam is necessary. The program is not intended to be a substitute for a student testing during regular course or exam times. This service should only be used when a need exists for the student to test at an alternate time.
SUBMIT A REQUEST
<ul style="list-style-type: none"> Request forms are available on our website: http://testing.osu.edu/. The request form must be filled out in its entirety—the Testing Center will make no assumptions on incomplete items and there are no default responses. Once completed, requests can be submitted in person at the Testing Center or via email to esue-testing@osu.edu.
SUBMIT EXAM MATERIAL
<ul style="list-style-type: none"> All exam materials must be submitted to the Testing Center by faculty or the section teaching assistant. Departmental staff cannot submit materials on behalf of instructors. Exam materials can be submitted in person at the Testing Center or by email. <ul style="list-style-type: none"> Note: if submitting by email, it must originate from the faculty member or teaching assistant's University-affiliated email account. i.e. - name.#@osu.edu, name@[dept].ohio-state.edu To ensure security and clarity, the Testing Center does not accept faxed exam material. All student instructions for completing the exam must be included. Exam material and request must be submitted before a student can register for an appointment.
STUDENT APPOINTMENT SCHEDULING
<ul style="list-style-type: none"> For students to schedule an appointment, instruct them to visit our website: http://testing.osu.edu/. We do not schedule appointments over the phone or in person. Seating is limited, therefore all appointments are final. Students may not reschedule their appointment for any reason. Students and instructors must be in communication about the student's scheduled appointment. Testing staff cannot proctor a make-up exam if we have not received the materials or if the student scheduled outside of the testing window. Late examinees will not be admitted. Exam materials for canceled or missed appointments will be destroyed unless otherwise noted by the instructor.
EXAM MATERIAL PICK-UP
<ul style="list-style-type: none"> The Testing Center will notify the instructor, within 24 hours, that the student has completed their make-up exam within the given testing window. The exam materials can be picked up based on how the instructor indicated on the request. The preferred method for pick-up is in person at the Testing Center. Materials are only released to the instructor or section teaching assistant after the BuckID has been verified. If requested, the Testing Center can also scan and email exams to the instructor or section teaching assistant's University-affiliated email within 24 hours of the appointment. In doing so, the Testing Center will ask for confirmation of receipt. Once confirmation is received, the exam is destroyed. If the scan is not legible, the Testing Center will hold the exam until it is picked up in person.
MISCELLANEOUS
<ul style="list-style-type: none"> Students with disabilities must register and work through the Office of Disability Services. Visit http://www.ods.ohio-state.edu/ for more information. General questions should be directed to esue-testing@osu.edu or (614) 292-2241. Make-Up Exam Request forms, Instructions for Instructors, and Instructions for Students are all available for download on our website.